

# What are my rights?

## All parents/guardians of children served by CSA have the right to:

- Understand local CSA process and to receive information for receiving and reviewing referrals for services
- Be notified before your child is assessed or offered services
- Understand the information you receive in your native language, when possible
- Agree in writing before beginning any services included in the IFSP, except when ordered by the Court, upheld by the appeal process, or authorized by law
- Review/receive information regarding your child's record and to confidentiality, unless otherwise authorized by law or ordered by the Court
- Assistance from local human service professionals to receive the services your child requires
- Review, disagree with, and appeal any part of your child's assessment or service plan (IFSP)
- Participate in any meeting in which your child and family situation is discussed

## When is my FAPT Meeting?

Roanoke City FAPT meets every Tuesday and Thursday afternoon.

Your next FAPT date is:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Address: \_\_\_\_\_

Worker: \_\_\_\_\_

Phone Number: \_\_\_\_\_

For additional information about CSA, visit:

<http://www.csa.virginia.gov>

# Guide to CSA and FAPT

*"We believe that families are valued participants in the CSA process and that they deserve to be informed through appropriate education and preparation. We will provide a clear understanding of what is expected from the family through the CSA process"*

**City of Roanoke Local CSA Office**  
**540-853-5635**

*Bethany Layman*



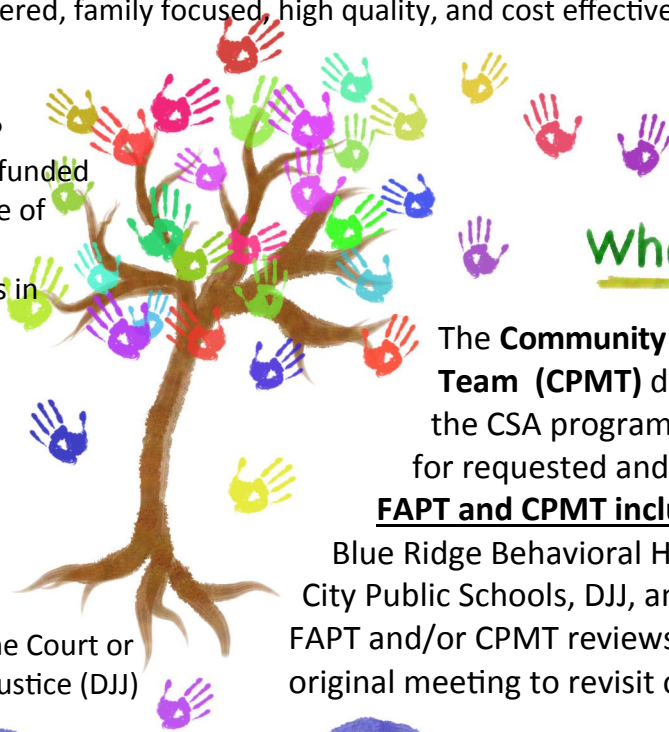
# What is CSA?

The **Children's Services Act (CSA)** is a 1993 Virginia Law that provides services for high-risk youth and their families. Such Services are intended to be child centered, family focused, high quality, and cost effective.

## Who is Eligible for CSA Services?

Children may be eligible for CSA funded services if they meet one or more of the following criteria:

- Requires educational services in an alternative setting (IEP)
- Has serious emotional or behavioral concerns
- Is at risk of a more restrictive out of home placement
- Receives foster care services or services to prevent foster care
- Is under the supervision of the Court or the Department of Juvenile Justice (DJJ)



## What is CPMT?

The **Community Policy and Management Team (CPMT)** develops local policies for the CSA program and manages the funds for requested and approved services. **Both FAPT and CPMT include** representatives from Blue Ridge Behavioral Healthcare, DSS, Roanoke City Public Schools, DJJ, and private providers. FAPT and/or CPMT reviews may be held after the original meeting to revisit or revise the existing plan.

# What is FAPT?

The **Family Assessment and Planning Team (FAPT)** is a group of community partners that meet with the worker and family to assess the strengths and needs of youth and families, and work together to develop a plan to meet the identified needs.

## Who attends FAPT?

- Parent/Guardian
- Family members and supports
- Child (if age appropriate)
- Worker (Case manager)
- CSA Coordinator
- FAPT representatives
- Service providers involved with the family

## Step 1

### Referral to FAPT:

Workers with a public child serving agency (DSS, DJJ, Schools, Blue Ridge Behavioral Healthcare) will make a referral to FAPT, schedule a meeting, and invite family members and service providers to participate in the planning process.

## Step 2

### FAPT Meeting:

What happens at FAPT?

1. Introductions
2. Members discuss the child and family strengths and needs
3. Develop a Plan of Care (which may or may not require CSA funds)
4. The plan is explained and signed

## Step 3

### After the FAPT meeting:

- The CPMT will make a decision regarding funding, and the family will be notified
- Services begin as soon as possible
- If CSA funded services are recommended, parents may be assessed a co-pay for services
- A follow up meeting/ review is scheduled

## Other Common Terms

**CSU**—Court Service Unit

**DSS**—Dept of Social Services

**DJJ**—Dept of Juvenile Justice

**IEP**—Individual Education Plan

**FPM**—Family Partnership Meeting

**IFSP**—Individual Family Service Plan

**TFC**—Treatment Foster Care